

STUDENT INFORMATION:

Student Name: _____	Grade: _____	Home Phone: _____ E-mail: _____
Placement: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	Job Title: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	Placement Supervisor: _____ Alternate Supervisor: _____
Address: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	E-mail: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Business Phone: _____ Cell Phone: _____
Fax: _____		

Placement Sector _____ OYAP CODE: _____

Training Standard competencies included with PPLP

Participate Form Completed and returned to the Board Office:

Registered Training Agreement - 3 copies signed and returned to the Board Office

SCHOOL INFORMATION:

Experiential Learning Teacher: _____	School: _____	Telephone: _____
Email: _____	Fax: _____	Cell: _____

Accommodations/Modifications (as per student's IEP)

Provide concise and step by step instructions. Ensure student has clear understanding of tasks. Provide frequent feedback with suggestions for improvement. Use concrete materials and demonstrations in explanations. Provide support for written expression such as maintaining weekly log sheets and journal writing. Provide praise and positive reinforcement when appropriate. Encourage use of all available resources. Reinforce communication skills and socially appropriate interactions. Provide constructive criticism and steps for realistic goal setting within chosen field. Maintain open communication and regular contact with teacher.

COPIES

<input type="checkbox"/> Student	<input type="checkbox"/> Placement Supervisor	<input type="checkbox"/> Co-operative Education Teacher
<input type="checkbox"/> Special Education	<input type="checkbox"/> Related Course	<input type="checkbox"/> Parents, if students under 18 years
		<input type="checkbox"/> Adult Student

PLACEMENT COMPONENT

Overall Expectations from Related Course #1 _____ (Choose 1 Overall Expectation for each box below)	Specific Expectations from Related Course #1 _____ (Choose at least 3 Specific Expectations for each box below)	Demonstrations of Learning (Include a minimum of 3 points for each below)
1. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	1 _____ * 2 _____ * 3 _____ *	_____ _____ _____
1. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	1 _____ * 2 _____ * 3 _____ *	_____ _____ _____
1. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	1 _____ * 2 _____ * 3 _____ *	_____ _____ _____
1. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	1 _____ * 2 _____ * 3 _____ *	_____ _____ _____

Complete the chart for 3 and 4 credit co-op ONLY:

Overall Expectations from Related Course #1 _____ (Choose 1 Overall Expectation for each box below)	Specific Expectations from Related Course #1 _____ (Choose at least 3 Specific Expectations for each box below)	Demonstrations of Learning (Include a minimum of 3 points for each below)
1. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	1 _____ * 2 _____ * 3 _____ *	_____ _____ _____
1. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	1 _____ * 2 _____ * 3 _____ *	_____ _____ _____
1. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	1 _____ * 2 _____ * 3 _____ *	_____ _____ _____
1. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	1 _____ * 2 _____ * 3 _____ *	_____ _____ _____

Experiential Learning Expectations

Job Readiness

The student will:

- Demonstrate the ability to communicate an interest in a work opportunity effectively, by telephone, in person, through mail or e-mail
- Apply for and obtain the co-op placement through a structured interview with the employer
- Create an appropriate application, cover letter, resume and thank you letter to present to the employer

Health & Safety

The student will demonstrate:

- An understanding of workplace health and safety rules
- The appropriate use of personal protective equipment (goggles, gloves, boots, aprons) and safety equipment (fire extinguishers, smoke and carbon monoxide detectors) (if applicable)
- The correct handling of materials and equipment as specified in WHMIS (if applicable)
- An understanding of the Occupational Health and Safety Act, and the coverage provided by the Workplace Safety and Insurance Act
- Know the procedures for reporting accidents and unsafe practices

Rights & Responsibilities

The student will demonstrate:

- Respect for the nature of the workplace with regards to issues relating to confidentiality and the right to privacy
- Respect for each individual's right to function in a climate free from abuse and harassment
- Work ethics and the responsible use of information technology (if applicable)
- Appropriate methods of dealing with and reporting concerns or problems at the placement

Workplace Opportunities and Challenges

The student will:

- Demonstrate the ability to access related career information
- Demonstrate an understanding of issues relating to human rights, discrimination, harassment and disability
- Demonstrate the ability to produce an exit resume

Reflective Learning

The student will:

- Relate the placement experience both to curriculum expectations of the related course and to expectations related to cooperative education
- Reflect on and analyze their placement experiences
- Reinforce the job-skills theory acquired in the classroom and those learned at placement.

ONTARIO CATHOLIC SCHOOL GRADUATE EXPECTATIONS

instructions: Select 3 Catholic Graduate Expectations and explain how you will demonstrate them at your placement.

1.

--

2.

--

3.

--

STUDENT HAS THE OPPORTUNITY TO LEARN ABOUT:

instructions: List specific things that you will have the opportunity to learn about and demonstrate at your placement:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

LEARNING STRATEGIES

These may include, but are not limited to:

- o Observation
- o Case studies
- o Problem-solving strategies
- o Collaborative/small group learning
- o Computer assisted learning
- o Hands on experience
- o Reflection - Journal writing/ Log sheets
- o Assignments/ presentations
- o Research
- o Socratic lessons
- o Class discussion
- o Conferencing/discussion - student-student, teacher-student, student-supervisor
- o Others:

ASSESSMENT AND EVALUATION OF THE STUDENT'S ACHIEVEMENT OF THE KNOWLEDGE AND SKILLS IDENTIFIED IN THE PLAN

A variety of strategies will be employed including, but not limited to:

- o Monitoring and observation
- o Journals/ Logs
- o Assignments
- o A Culminating Task (rich performance task)
- o Oral presentations
- o Portfolio
- o Tests

A variety of assessment/evaluation tools will be used including, but not limited to:

- o Rubrics
- o Marking schemes
- o Performance appraisals
- o Checklists
- o Rating scales
- o Anecdotal records

Work Habits

By the end of this course, students will have had an opportunity to demonstrate a variety of the following Work Habits:

- > Working Safely
- > Teamwork
- > Reliability
- > Organization
- > Working Independently
- > Initiative
- > Self-advocacy
- > Customer Service
- > Entrepreneurship

General Workplace Orientation: tour of the workplace, location of fire extinguishers, first aid stations, fire exits, evacuation procedures, MSDS's, staff bulletin boards, etc.

Any other training required by the workplace or deemed necessary for the placement. Initial and ongoing training as necessary.

Essential Skills

By the end of this course, students will have had an opportunity to demonstrate a variety of the following Essential Skills:

- > Oral Communication
- > Problem Solving / Decision Making
- > Finding Information
- > Job task planning and organizing
- > Reading Text
- > Document Use
- > Writing
- > Numeracy
- > Computer Use

Please note:

A PPLP is a "Living document". The teacher, employer and student can revise it when necessary and/or a clearer understanding of the workplace expectations, Health and Safety and learning opportunities arise.

Employer Feedback Form#

Student _____

Experiential
Learning Teacher

Placement _____

Supervisor _____

Supervisor's Comments:
(strengths, areas for improvement, next steps)

Signature:

Student's Comments

Signature:

	N	S	G	E
N - Needs Improvement (inconsistently) G - Good (most of the time) S - Satisfactory (usually) E - Excellent (always)				
Learning Skills/Work Habits				
Responsibility:				
Fulfills responsibilities and commitments within the learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes responsibility for and manages own behaviour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independent Work:				
Independently monitors, assesses, and revises plans to complete tasks and meet goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows instructions with minimal supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative:				
Looks for and asks on new ideas and opportunities for learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates the capacity for innovation and a willingness to take risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approaches new tasks with a positive attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes and advocates appropriately for the rights of self.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization:				
Devises and follows a plan and process for completing work and tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes priorities and manages time to complete tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies, gathers, evaluates and uses information, technology, and resources to complete tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration:				
Accepts various roles and an equitable share of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds positively to the ideas, opinions, values of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Regulation:				
Sets own individual goals and monitors progress towards achieving them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks clarification or assistance when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assesses and reflects critically on own strengths, needs and interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseveres and makes an effort when responding to challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GOALS FOR GROWTH

Identify skills/attitudes and new experiences for student development during the next few weeks:

1.	
2	
3	

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Learning Teacher

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